

CORRESPONDENCE MANAGEMENT MATERIALS  
(All available in C/FMB's files unless otherwise indicated)

ORIGINATOR AND SOURCE	DESCRIPTION	DATE	
✓ RMS	Are You Dropping Your O's? (1-page flyer)	Undated	
✓ Unknown	Bibliography - Correspondence Management	"	
✓ RMS	Bottled up by an Addressing and Distribution Problem? Use new Thermofax Label Paper	"	
✓ RMS	Correspondence Management - The Answer to Cutting Correspondence Costs (Pamphlet)	1954	
RMS	Correspondence Style and Procedures, <span style="background-color: black; color: black;">[REDACTED]</span> CONFIDENTIAL - Filed in C/FMB's safe	1955	25X1A
RMS/Commer- cial Proc'mt.	Data Guide's Solid Plastic Reference Charts - Guides on Grammar, Punctuation and Writing	<sup>1956</sup> 1959	
<del>RMS</del> <i>to be deleted</i>	<del>Forms Used in Correspondence Management</del> <del>Form 36-291 Test, Unanswered Correspondence Inventory</del>	<del>1957</del>	
✓ OTR	Guide for Typists and Stenographers, TR RM 1-2	1954	
✓ RMS	Is rewriting or retyping always necessary? (1-page flyer)	Undated	
✓ RMS	Letterex (1-page flyer plus samples available)	Undated	
✓ Unknown	Time and Cost Factors in Creating a Typical One-half page, 175 word Letter	"	
RMS/Commer- cial Sources	Typewriter Ribbons and Special Carbons, Data on	60-61	
✓ RMS	Typing Booklet - The Correct Angle for Faster, More Accurate and Easier Typing	1956	
✓ RMS	Uses - Correspondence Management	Undated	
GSA	Correspondence Management Workshop	1959	
GSA	Form Letters - GSA Handbook	1954	
GSA	Guide Letters - GSA Handbook	1955	
GSA	Plain Letters - GSA Handbook	1955	
✓ Navy	Streamlining Correspondence	Undated	
✓ USDA	What Makes a Letter Plain? (USDA Grad. School Annnc'mt)	Undated	

VA

GSA	Sample Correspondence Management Directive	Undated
VA	The 4-S Program...An Evaluation, VA Pamphlet 03-1	1960
VA	The Winning Letter - Common Sense About Writing to People - VA Pamphlet 5-20	1957